

KEY SPOUSE PROGRAM



The Key Spouse is a spouse volunteer who serves as primary liaison between the

unit and the families. They are appointed by the commander and keep the commander informed about concerns of the family. They also provide information to families about the squadron and programs at base agencies.

The Key Spouse is typically a spouse with a strong background in AF issues and concerns; they help establish guidelines for working with the unit's command section and support staff. The Key Spouse meets with unit leadership and unit spouses, monthly (as needed) to discuss concerns and issues of unit family members.

TRAINING

After Key Spouses are appointed by the commander. An Appointment Letter must be provided to the Airman & Family Readiness Center so they can register for the Initial Key Spouse Training and receive a certificate. At this time, the Key Spouse provides contact information and is added to the Key Spouse e-mail distribution list. If the Commander appointed a spouse who has been a key spouse in the previous base and has attended an Initial Key Spouse Training (recorded in AFFIRST), he/she must attend a one-hour Refresher Training at A&FRC and then she may be added the Key Spouse email distribution list.

KEY SPOUSE MONTHLY MEETING

Key Spouse meetings are held once a month to provide Key Spouses a chance to network with other organizational Key Spouses. In addition, subject matter experts are asked to present information and the Key Spouses in turn share this information with unit spouses.

[Key Spouse Appointment Letter Template \(Link\)](#)

[Key Spouse Resignation Letter when PCSing out \(link\)](#)

[Volunteer Form DD2793 \(link\)](#)